

HR Community of Practice Meeting

March 4, 2020



IVIVII TACK Excellence. Excellence.

New Process for Faculty Pay Actions

Friday, March 6, 3PM-4PM Erb Memorial Union, Rm 104

How Much Is Enough? Navigating Position Description Revisions

Monday, March 9, 2PM-4PM Swindells Room, Erb Memorial Union

Change & Ambiguity in the Workplace

Tuesday, March 10, 2PM-3:30PM Miller Room, Erb Memorial Union

Opening Keynote SEE Summit 2020

Thursday, March 12, 1PM-1:30PM Erb Memorial Union

Technology and Kids

Thursday, March 12, 12PM-1PM Lokey Education Building, Rm 176

New Employee Onboarding: YOU@ UO

Thursday, March 12, 3PM-4:30PM Crater Lake Room North, EMU

Introduction to Project Management

4 sessions: March 24, 25, 31 and April 1





AGENDA

- COVID 19 (Coronavirus)
 Mark Schmelz, Associate Vice President and CHRO
- Bargaining update
 Missy Matella, Senior Director, Employee and Labor Relations
- ELR Staffing update
 Missy Matella, Senior Director, Employee and Labor Relations
- ADA and Affirmative Action update
 Missy Matella, Senior Director, Employee and Labor Relations
- Temporary Process Change Nancy Nieraeth, Director, Talent Acquisition



AGENDA

- Position Description Editing Training
 Nancy Nieraeth, Director, Talent Acquisition
- Change to Research Offer Approval Nancy Nieraeth, Director, Talent Acquisition
- Records Management project

 Mahnaz Ghaznavi, Records Manager, Office of the General Counsel
- HR Records
 Missy Matella, Senior Director, Employee and Labor Relations
- Records Management Question and Answer
 Missy Matella, Senior Director, Employee and Labor Relations
 Mahnaz Ghaznavi, Records Manager, Office of the General Counsel



COVID 19 (Conronavirus) updates

Mark Schmelz, Associate Vice President and Chief Human Resource Officer



COVID 19 (Conronavirus) updates

 UO's Incident Management Team has been activated related to COVID-19

 University Human Resources is actively identifying and preparing for potential implications for faculty and staff



COVID 19 (Conronavirus) updates

- Around the O ran a <u>story</u> in Tuesday's Workplace edition regarding the situation
- University updates, resources, timely information and answers to frequently asked questions are available on the <u>uoregon.edu/coronavirus</u> webpage.
- Questions and concerns should be submitted on this <u>webform</u>, which goes directly to incident management staff to respond within 48 hours.



Bargaining update

Missy Matella, Senior Director Employee and Labor Relations

Current Bargaining

United Academics

UO Police Association

ELR Staffing update

Missy Matella, Senior Director Employee and Labor Relations

ELR Staffing Updates

- Peter Fehrs Assoc. Dir., ELR is now primarily focusing on OA employment
- Martin Stanberry ADA and Affirmative Action Coordinator and Assoc. Dir. ELR
- Vacancies:
 - Affirmative Action and ADA Specialist
 - Asst./Assoc. Dir ELR focus on GTFF & UA



ADA and Affirmative Action update

Missy Matella, Senior Director, ELR Martin Stanberry, ADA and Affirmative Action Coordinator, and Assoc. Dir., ELR



Expanding our ADA Resources

- Upcoming Webinars
 - March 19 Employee Leave
 - June 1 Dept.'s Role in Interactive Process
 - Sept. 1 Permissible Medical Inquiries
- Issue-Specific Accommodation Forms
 - Parking Accommodation
 - Leave of Absence



Temporary Hiring Process Change

Nancy Nieraeth, Director Talent Acquisition

New process to hire UO temps coming soon

- Streamlined and automated
- Request to Hire form changes
- "Just in Time" communications/workflow
- Temp Employee Memo prefill
- Focus group, training



Temporary Pool Report

- Can be a source of temporary employees, request via the Request to Hire Form
- Guidance on best use of the pool
 - Contact with job information, hours, pay
 - Request availability confirmation within short timeframe
- Refresh



Position Description Workflow

- Training on Position Description edits Monday, March 9
- Recruiter as first stop if PD is for hiring
- Prep for new recruitment process workflow rolling out this spring



Change to Research Offer Approval

Nancy Nieraeth, Director Talent Acquisition

Offers for Research Positions

- Faculty Pay Action Form
- No longer separate approval on offer card (MyTrack approval process)
- Contingent offer letter is required before formal offer is released
- Postdoc mentoring plan



Other Talent Updates

- Equivalency language for education
- Requisitions launched off OA JFF PD's (reach out to recruiter)
- Research Recruitment Process and Alternative Search Process workgroups underway



Records Management project

Mahnaz Ghaznavi, Records Manager
Office of the General Counsel

https://recordsmanagement.uoregon.edu/recordsmanagement-program-implementation-overview



HR Records

Missy Matella, Senior Director Employee and Labor Relations

New Guidance on OA Personnel Files

Employee Groups & CBAs > Officers of

<u>Administration</u> > <u>Employment Guidance</u>



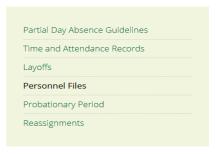
Home > Employee & Labor Relations > Employee Groups & CBAs > Officers of Administration > Employment Guidance

Officer of Administration (OA) Personnel Files

The employee personnel file is the main employee file that contains history of the employment relationship. Some of the documents listed below may be maintained in university databases, like MyTrack, that are accessible to supervisors and the employee. Please note that at this time, this guidance is advisory and is intended to provide a framework for maintaining your files.

No employee file is confidential.

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Records Management Q & A

Missy Matella, Senior Director, Employee and Labor Relations Mahnaz Ghaznavi, Records Manager, Office of the General Counsel



Next HR Partner Meeting

Wednesday, April 1, 2:00 PM Crater Lake Room North, EMU

